

MILITARY PERSONNEL CLEARANCE SHEET

PRIVACY ACT STATEMENT

Under the authority of 5 USC 301 Departmental Regulations, information regarding your forwarding address, permanent home address and telephone number is requested in order to obtain any additional information which may be required after detachment and to refer any mail I received after detachment. The information provided by you may be retained in the file for one year. The information provided will not be divulged without your written authorization to anyone other than officials of the Department of Defense requiring the information for performance of their duties. You are not required to provide this information: failure to provide the information will have no effect.

Name (Last, First, Middle)	Rank	Code	Detachment Date	
Forwarding Address (New Duty Station)				
Permanent Address			Telephone No.	
Line No.	Item	Location	Authorized Signature	Date
1.	Deliver Fitness Report Worksheet to Reporting Senior			
2.	Check- Out with AISSO to certify that your password for computer access has been deleted.	Help Desk	Automated Info Systems Security Officer	
3.	STU III Check-out	Bldg 197 1E/ 1E1100	Communications Security	
4.	Obtain Property Accounting Release	Bldg 197 1E/ 1657	Property and Inventory	
5.	Turn in All Confidential Contract File Jackets Signed for or in Possession (If Applicable)	Bldg 197 4W/ 2223	Contract Files	
6.	Obtain Credit Card Release	Bldg 197 1E/ 1654	Travel	
7.	Check out with Directorate/PEO AO to Cancel Security Access/ Courier Card		Personnel Security/ Directorate AO	
8.	Debriefing for SCI/ Access	Bldg 197 4W/ 3400	Special Access Programs	
9.	Turn in Building Pass	Bldg 197 1W/ 4011	Security	
10.	On Day of Detachment: Turn in Completed Clearance Sheet, Forms & Copy of Detaching Endorsement.	Bldg 197 4E/ 4352	Military Personnel Office	

Name (Last, First, Middle)		Rank/ Grade	Report Date	
Sponsor Name		Code	Phone	
Line #	Item	Location	Authorized Signature	Date
1	Security 09T14 WAMO/BADGE	09T BLDG 197 1W 4000		
2	Command Career Counselor	SEA 00F1 BLDG 197 4W-3005		
3	Command Master Chief (E1-E9 ONLY)	SEA 00F BLDG 197 4W-3005		
4	Command DAPA/CME0	SEA 09M3 BLDG 197 1W/4100		
5	Service/Pay Record	PSD ANACOSTIA Naval Station BLDG 92		
6	PRT Coordinator	Sponsoring Directorate/ PEO		
7	Training Coordinator	Sponsoring Directorate/ PEO		

Military INDOC/NR&R: SEE EMC KNIGHT OR YNC MARTINEZ
NAVSEA ORIENTATION: SEE TRAINING COORDINATOR

- Check-in w/your Directorate or PEO civilian AO for Metro Pass application, to be activated in WAMO, and to obtain login for computer/phone.
- All Supply Corps (31xx) Officers must make a courtesy call to SEA 02.
- Parking info is available at NAVSEAPARKING@NAVSEA.NAVY.MIL
- For information on off-base housing contact Housing Referral Office (HRO) 703- 697-4115.
- For information on spouse employment/job search contact Family Service Center (FSC) 202-433-6151

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THIS FORM MUST BE RETURNED TO THE MILITARY PERSONNEL OFFICE UPON COMPLETION IN BLDG 197 4E-4352. IF THERE ARE ANY FURTHER QUESTIONS, CALL 202-781-1730.

DEPARTMENT

Members Data:

- Date of Separation _____
- Date of Retirement _____
- Date of Transfer _____

Forwarding Address:

Date:

Check out with:

- Command DAPA/CMEQ, SEA 09M3, Bldg 197, 1W/4100, 202-781-3212.
- Command Career Counselor, SEA 00F1, 197, 4W/3005, 202-781-0117.
- Command Master Chief, SEA 00F, 197, 4W/3002, 202-781-0116.

RECORDS

•**Service Record/Pay Record:** PSD (Personnel Support Detachment) Anacostia Naval Station, Washington DC

•**Medical/Dental:** Navy Annex, **First Deck, Wing 3.** Medical record, records department room **Dental** record, dental section, Room 131G.

PRT

•If you or your PRT Coordinator has your PRT Record, ensure it is returned to Military personnel, (SEA 09M) for mailing to ultimate command.

• **Your PRT Coordinator is:**

NAME: _____ CODE: _____ PHONE: _____

*** This form must be returned to the military personnel office (SEA 09M), 197, 4E/4352, upon completion.**